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ONLINE SAFETY POLICY JUNIOR, MIDDLE AND SENIOR YEARS STUDENTS

1. INTRODUCTION

Students and parents, caregivers and legal guardians

The measures to ensure the online safety of Students at The Glennie School outlined in this document are based on our core values.

The School's computer network, Internet access facilities, computers and other School ICT equipment/devices bring great benefits to the teaching and learning programmes at The Glennie School, and to the effective operation of the School.

The School has made a commitment to having effective and workable online safety practices in place, which include online safety policies for all School staff and students.

The overall goal of the School in this matter is to create and maintain an online safety culture which is in keeping with the values of the School, and legislative and professional obligations.

This policy includes information about student obligations for safe and responsible use of technology, and the nature of possible consequences associated with online safety breaches which undermine the safety of the School environment.

Parents are advised to discuss the ICT and Online Safety Policy with their daughter.

2. GENERAL PRINCIPLES

The School's computer network, Internet access facilities, computers and other School ICT equipment/devices are for educational purposes appropriate to the School environment. This applies whether the ICT equipment is wholly or partially owned by the School, and used on or off the School site.

Students will annually renew their commitment to this policy through completion of the Responsible Use Agreement form. Failure to complete this form in a timely manner will result in student access to all computing and network infrastructure removed until agreement is forthcoming.

3. SCOPE

This Policy covers all Glennie School students whether at school, in the boarding house or off campus. Breaches of the Policy can undermine the values of the School and the safety of the learning environment, specifically when ICT is used to facilitate misconduct. In cases of such breaches, the School's Code of Conduct Policy would be followed.

Students bringing privately owned information technology devices into the School for connection

to the network are required to abide by the same terms of usage.

This document should be read in conjunction with information contained in the [Student Handbook](#) concerning ICTs and electronic environments and the [Mobile Phone Policy](#).

4. **POLICY ASPECTS**

Responsible Use Agreement

As ICT is an ever changing domain this document is reviewed annually and updated as necessary. Students can access the current version through the student handbook. Students must accept the terms of the agreement to maintain access to the ICT infrastructure of the School. This acceptance is recorded electronically against each student's email address. The current versions of the agreement can be found in the links below:

[Junior Years](#)

[Middle & Senior Years](#)

Cyber Bullying

Cyber Bullying is not treated at The Glennie School as an Information Technology issue, rather it is viewed as an unacceptable means of interacting with others. Therefore, this document does not attempt to address that issue, instead all parties should refer to "[Student Anti-Bullying & Harassment Policy](#)" in association with the "[Student Code of Conduct](#)"

Education

The Glennie School is committed to ensuring students use Information Technology in a safe and appropriate manner. This is approached through an 'educative model', whereby students are taught through their curriculum experiences to use ICTs responsibly and what to do when things go wrong. The Glennie School does not use website blocking technologies. It does provide staff with the means to monitor in real time the screens of notebook computers during class time and in boarding environments during study time.

Year 7 and 8 students also undertake a curriculum subject of eLearning Practices which aims to build students' digital literacy skills, including a cyberEducation module, which requires students to explore cybersafety and build their own promotional resource.

The relevant curriculum opportunities to addressing Online safety can be found in the links below:

[Junior Years](#)

[Middle & Senior Years](#)

Interacting with Information Technology

At The Glennie School students are encouraged to use Information Technology to support both their learning and wellbeing needs. Students are able to use their laptop in class and break times but only in learning environments, such as the library. Outdoor areas, including the verandahs, the locker rooms, common rooms and the sports centre are technology-free zones and students are encouraged to interact socially with their peers for the most part during breaks. Students in Middle Years (7-9) will undertake the [MindFit](#) program as part of their Personal Development Program. This program encourages social and wellbeing behaviours and wherever possible integrates technology to support student mindfulness. Further, students are encouraged to set personal usage expectations and have access to software which can help them to self-monitor these expectations.

Working with Parents

Information intended to support Parents in the home environment with technologies supplied by, or required for the education of their daughters, is distributed via means such as eNews and/or email. The School may provide strategies that may help manage technology in the home setting. The School does provide parent workshops or information evening sessions targeted at ICT and online environments.

5. DEFINITIONS

ICT in this document refers to the term “Information and Communication Technologies”.

Online safety refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

School means The Glennie School including Boarding Houses.

School-related activity includes, but is not limited to, a field trip, camp, sporting or cultural event, wherever its location.

School ICT refers to the School’s computer network, Internet access facilities, computers, and other School ICT equipment/devices as outlined below.

ICT equipment/devices used in this document, includes but is not limited to, computers (such as desktops, laptops, smart devices, phones, tablets), storage devices (such as USB and flash memory devices, ...), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

Student Code of Conduct is a School policy document outlining the rights and responsibilities of students and associated behaviour management procedures for dealing with incidents for day or boarding students.

Objectionable in this Policy means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a School environment.

Unacceptable use includes, but is not limited to, acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, gaming, impersonation/identity theft, inappropriate use of Email and distribution of unacceptable material, spoofing, gambling, fraud, copyright infringement, or cheating in an examination.

Parent, appearing in this document, is used to be representative of parents, caregivers and legal guardians.

6. PUBLICATION AND REVIEW DATE DETAILS

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